

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 02-03	Effective Date: 12/02/03	Revision Date: 08/31/04
Subject: In-service Training		

**I. Policy Statement**

Schedule B, direct-care Division employees shall attend and complete forty- (40) hours of in-service training each year. Nondirect-care employees, schedule AJ employees and volunteers shall receive training commensurate with their job responsibilities. Division staff shall successfully complete all mandatory training, as determined by the Division. If an employee fails to complete the required mandatory training, the employee may be considered for corrective or disciplinary action.

**II. Rationale**

The purpose of this policy is to establish minimum and mandatory training standards necessary to maintain qualified, professional personnel, as well as, efficient and effective programs.

**III. Definitions**

- A. "In-service training" is training that occurs or continues while one is an employee of the Division.
- B. "Mandatory training" is that which is required and expected by the Division as a condition of continued employment.
- C. "Direct-care staff" personnel are employees whom have job responsibilities working directly with juveniles, including the intake and control staff.
- D. "Schedule B" is full-time or part-time with benefits, career service employees.
- E. "Schedule AJ" is time-limited or less than half-time employees, career service exempt, who do not receive benefits.

**IV. Procedures**

- A. The Division shall make required training available to staff and provide the time to ensure the training hours are achieved. Supervisors shall assist to ensure all staff attend and complete the required training.
- B. New employees who have completed the facility orientation training, the Division's Basic Orientation Academy, the life-safety courses and the Department's New Employee Orientation, meet the requirements of this policy.

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- C. In-service training for direct-care and non-direct-care staff shall include review training on mandatory topics and other training specific to their job assignment. Part-time staff and volunteers shall receive training commensurate with their job responsibilities.
- D. The training director shall grant credit for approved training. Staff requesting training credit shall fill out a training attendance reporting form, and submit it to the training director, along with a copy of the training agenda or outline. Requests for out-of-state training must have prior approval by the Division Director.
- E. In accordance with the Fair Labor Standards Act (FLSA), staff shall be given compensatory time for training received outside of the normal work schedule, when attendance is approved in advance, and provided the training applies toward approved or required in-service training.
- F. Staff and supervisors shall give priority to the mandatory training topics when planning their in-service program.

**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Division Administrative Team on this date, and is approved upon the signature of the Director.

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date